UCAS 2022 Applications Guide

This guide will provide you with the information you need to successfully complete your 2022 UCAS application form.

Please read all of this guide before making a start on your application as there are a number of important areas that you need to be aware of prior to registering with UCAS.

IMPORTANT DEADLINES

In order to help you plan the completion of your application, important deadlines are outlined below. Please make a note of these, particularly those which fall prior to 26 January 2022.

4 May 2021 - The UCAS Hub is available for you to start searching for courses.

18 May 2021 - You will be able to start to fill in your application form for university courses starting in 2022.

8 June 2021 - You will be able to submit your application to us for checking, processing and for references to be added.

7 September 2021 - Completed applications can be submitted to UCAS from this date.

15 October 2021 - 18:00 (UK time) - 2022 entry deadline for the universities of Oxford and Cambridge, and for most courses in medicine, veterinary medicine/science and dentistry.

22 December 2021 – 18:00 (UK time) - completed application forms must be submitted to learndirect/Stonebridge in order for us to process them and add your academic reference before the UCAS closing date.

Applications received after December 22 will not be processed until after 26 January.

26 January 2022 - 18:00 (UK time) - application deadline for all completed applications to be submitted to UCAS for all courses except those listed above with a 15 October deadline.

Universities and colleges do not guarantee to consider applications they receive after 26 January 2022, and some popular courses may not have vacancies after that date. You must check with individual universities and colleges, and you are advised to apply as early as possible.

30 June 2022 - 18:00 (UK time) - last date for the receipt of all other applications for immediate consideration. Those received after this date will be held for Clearing.

4 July 2022 - Clearing opens.

COMPLETING YOUR ACCESS TO HE DIPLOMA

If you intend to start your university degree in September 2022, then **you must have your Access course complete by 30 June 2022 at the latest**. It can take up to 6 weeks to process and finalise your results, so we have to allow time for this to happen after your final assignment has been marked and has passed.

IMPORTANT INFORMATION

To ensure that you meet this deadline, you will need to plan your time carefully and, in most cases, you will need to work ahead of the deadlines on your individual Learning Plan (ILP). Put yourself a study plan together that gives you deadlines that you can be working towards, for example, if you have 12 units left to complete in the next 120 days, then you need to be submitting 1 assignment for marking every 10 days as a minimum.

If the course end date that is given in your Individual Learning Plan (ILP) is before 30 June 2022, then you must have your course complete by your set end date.

If you are intending to start university in either January or March/April 2022 then you must contact our UCAS Adviser or your Access to HE Manager to get your course end date confirmed.

PROVIDING ACADEMIC REFERENCES

In order for us to be able to provide an appropriate academic reference that will support your university application, **you must have completed and passed a minimum of 5 units of your Access to HE Diploma. This will be units 1 to 5 in your ILP.**

If you will not have this number of units of your course complete by 31st December 2021, you are advised to apply independently through UCAS using an appropriate referee to support your application.

We will then be able to provide an academic reference to your chosen universities later in the cycle, but only when you have completed the minimum number of units stated above.

APPLYING THROUGH UCAS FOR 2022

If you are planning to start your degree in 2022, you must first set up an account using The UCAS Hub. You can do this any time after 4 May 2021 and start to search for courses.

After 18 May 2021 you can then start to complete your application.

If you are studying an Access to HE Diploma with us and would like us to provide an academic reference to support your application, then you must link your online form to our centre using the following buzzword:

EPEARL2022

You will need to enter this buzzword when you start to complete your application via The UCAS Hub. You need only do this once, but this will ensure that your application is linked to the correct centre.

The buzzword can only be used for 2022 UCAS applications.

NOTE: If you are applying independently, you *must not* link your application to our centre – do not use the buzzword when you start to complete your application form via The UCAS Hub.

If you have already started to fill in your UCAS application, but have not linked it to our centre using the buzzword, you will still be able to do this. Call UCAS and ask them to link your application to us; they will ask you for the buzzword so make sure you have it to hand.

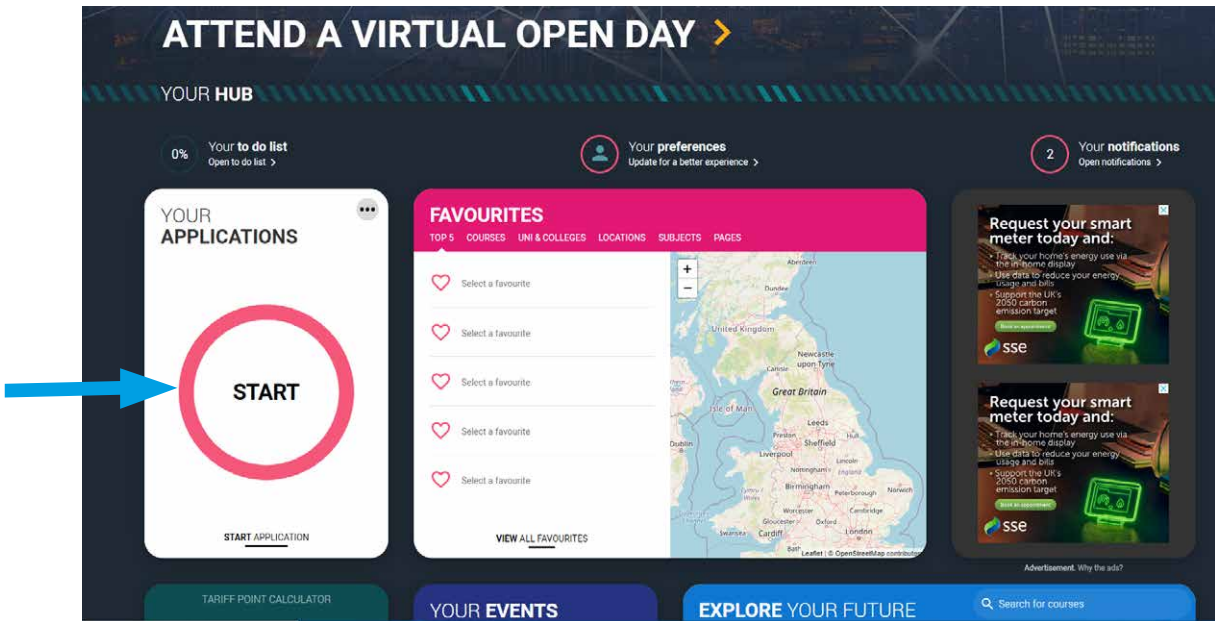
THE UCAS HUB

From the main UCAS website (www.ucas.com) select The UCAS Hub. You will then be asked a series of questions that you need to answer in order to set up your account.

Once you have set up your account you will see your dashboard. This will give you access to lots of information about university and degree choices, options to attend virtual open days or chat with students who are already at university, and how to write your personal statement. It is from the dashboard that you will also be able to complete your UCAS application form.

COMPLETING YOUR APPLICATION

From your UCAS Hub dashboard, click on Your Applications, then press start/continue application.



You will then be asked:

Are you applying from a school, college, or centre?

- **If** you are linking your application to our centre then the answer to this question is **yes**.
- **If** you are applying independently then the answer to this question is **no**.

You will then be asked to enter the Buzzword – this is detailed on page 4 of this guide.

You will then be asked to confirm that you wish to link to learndirect / Stonebridge Associates Colleges – the answer to this question is **yes.**

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COMPLETING YOUR APPLICATION *Continued*

You will then be asked to select a group from those listed below.

Health and Social Care

You need to select this group if you are completing one of the following Access to HE Diplomas:

- Health Professionals
- Nursing
- Midwifery
- Health & Social Care
- Social Work

Science and Engineering

You need to select this group if you are completing one of the following Access to HE Diplomas:

- Science
- Engineering
- Sports Science
- Medicine and Healthcare Professions
- Radiography
- Land Based Science

Social Sciences and Humanities

You need to select this group if you are completing one of the following Access to HE Diplomas:

- Social Science
- Social Science and Health
- Social Science and Humanities
- Humanities
- Psychology
- English Studies

Business, Computer Science, Education

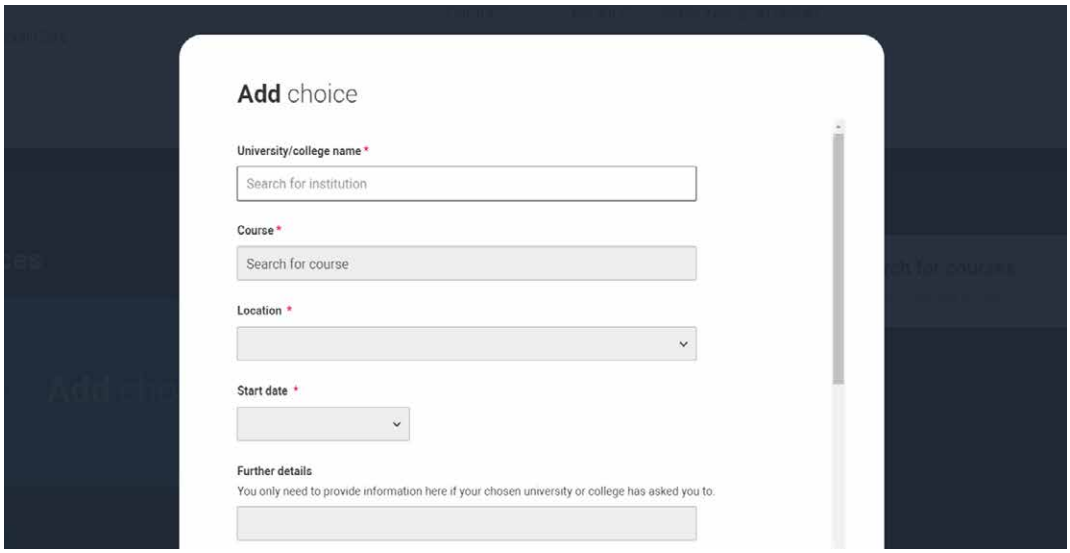
You need to select this group if you are completing one of the following Access to HE Diplomas:

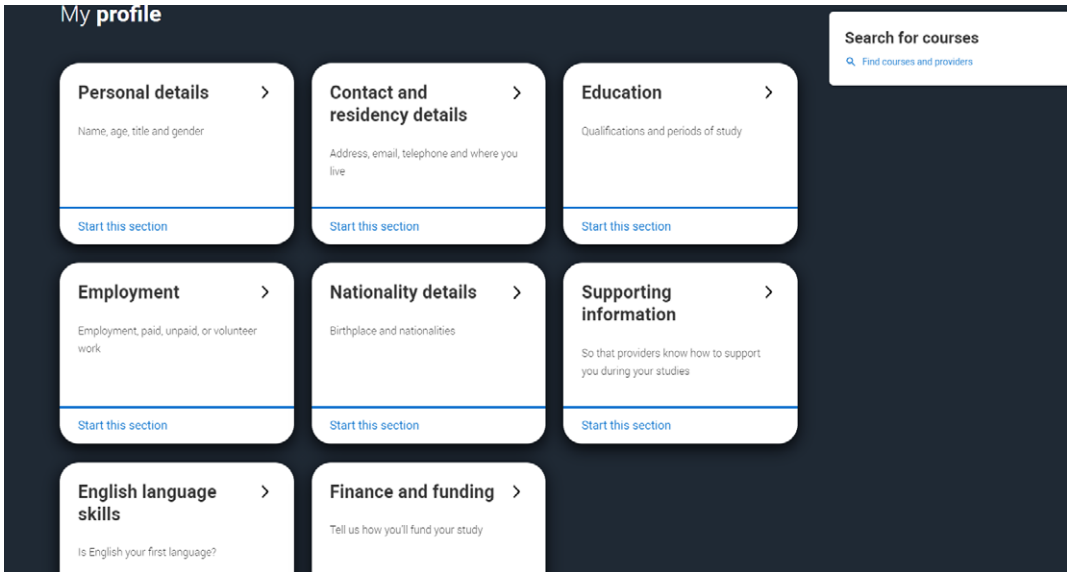
- Business and Management
- Computer Science
- Education

Select the relevant group and then save. If you are unsure as to which group your course falls under then select 'I don't know' from the list of options.

You will then be in the application area of The UCAS Hub.

First select your choices, fill these in and save. If you are still unsure about where you wish to apply for your degree then are able to continue your search from your Hub dashboard.





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COMPLETING YOUR APPLICATION *Continued*

Once you have completed each section, you must save it and tick to mark the section as complete. Any errors will be flagged automatically by the UCAS system so that you can go back and make the necessary amendments if they are needed.

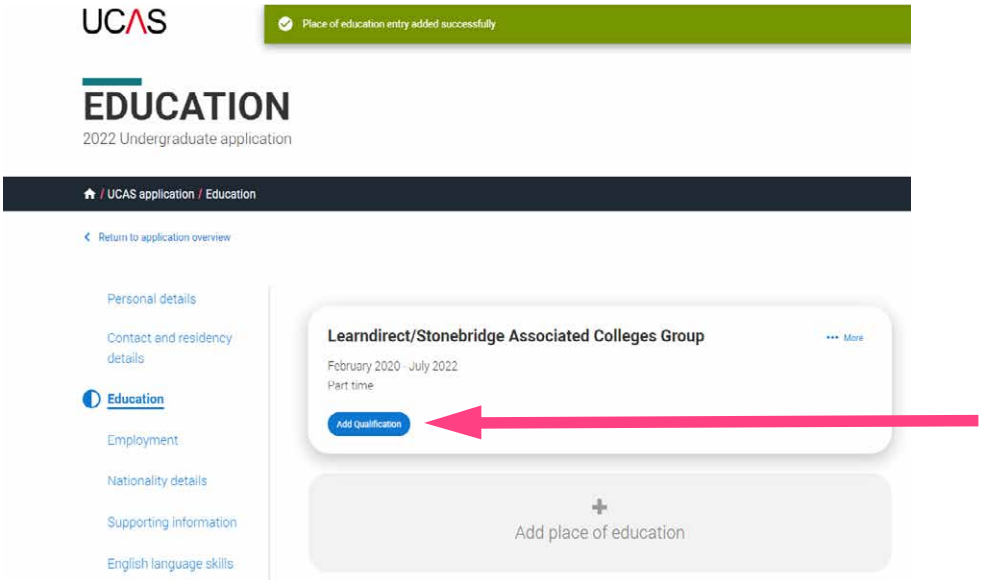
The list on the left-hand side of your application will highlight each complete section in green and with a tick so that you can easily see which sections are left to fill in.

When it comes to completing the 'Education' section of your form, you must include all qualifications that contribute to the university entry requirements. The minimum that this section should include is your Access to HE Diploma, and your maths and English qualifications.

When you come to add your Access to HE Diploma to this section of the form, you will need the following information:

- **Centre name** – learndirect / Stonebridge Associated Colleges.
- **Exam centre number** – you can leave this blank as it is not a mandatory field.
- **Start date** – this is month and year when you enrolled for your Access course. You will need to take this date from your ILP.
- **End date** – you must enter 07/2022 here regardless of when you are due to complete your course.
- **Type of study** – Part Time.
- **Do you, or will you, have any qualifications from this centre?** – Yes.

Once you have entered this information and saved, your screen will appear as shown below.



You then need to click on 'add qualification'.

From the qualifications short list, select Access to HE Diploma (2014 onwards).

- **Title** – add the subject of your Diploma, for example, Nursing, Social Science, Education etc. If you are unsure of the full title of your qualification it is shown the top of your dashboard in your course account.
- **Qualification date** – you must enter 07/2022 here regardless of when you are due to complete your course.
- **Awarding organisation** – select OCNWM from the list of options.
- **Grade** – leave this blank.

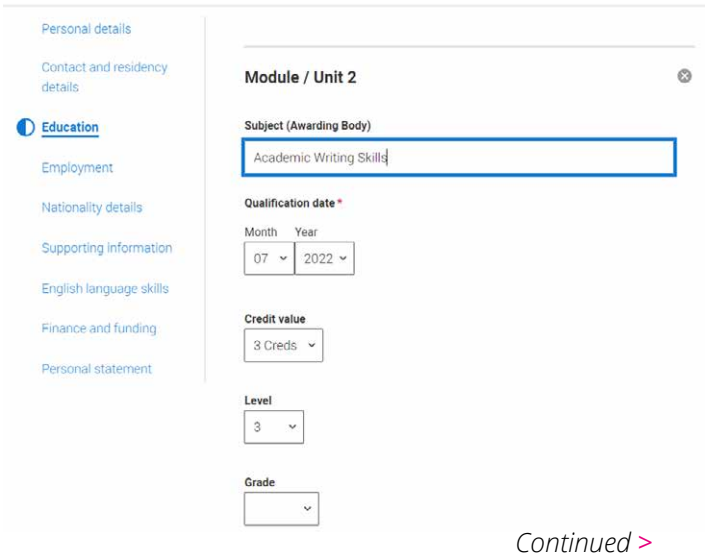
You must then add each module (unit) from your Access to HE Diploma in turn. It is important that you add all units that are included in your Access course to your application. Universities will need to see your full programme of study.

Be sure to include all of your units of study, their relevant credit value, and level. You will find a list of your units and their credit values in your ILP. All units included in your course are level 3. Make sure you include both the ungraded units as well as the graded units as these are part of your qualification.

NOTE – the two units you **do not need** to include in your UCAS application are: **Preparing for Success** and **Study Skills Portfolio Building.**

When adding each of the course modules (units) you will need to refer to the information below:

- **Subject (awarding body)** – this is the unit title/name. Do not use the unit code.
- **Qualification date** – this must be 07/2022 and not the date in your course ILP.
- **Credit value** – this will need to match the credit value listed in your ILP for the unit you are adding.
- **Level** – 3.
- **Grade** – you must not enter any grades for any of the units in your Access to HE Diploma, even if you have already completed some of them. Please leave them blank. All grades, and predicted grades, will be added by us later in the applications process.



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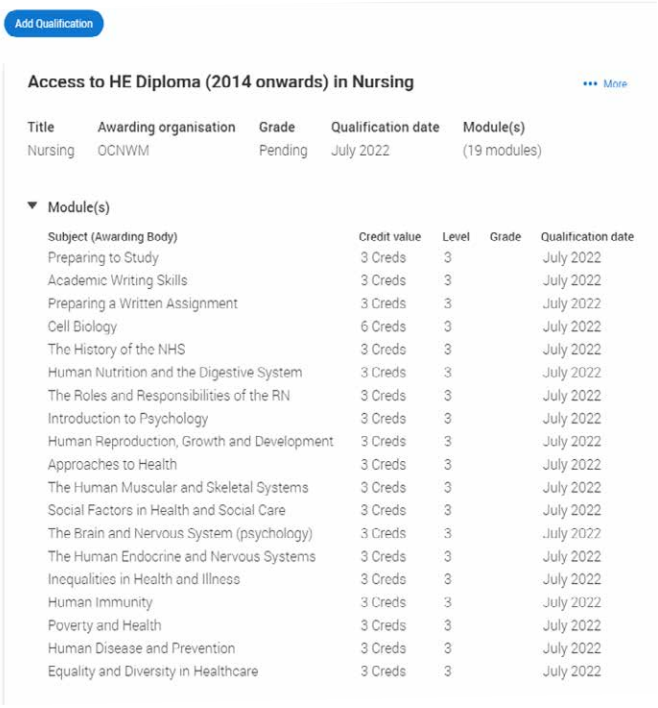
COMPLETING YOUR APPLICATION *Continued*

When you have added the modules (units) from your course your qualification details should look like those below.



Add Qualification

Access to HE Diploma (2014 onwards) in Nursing ••• More

Title	Awarding organisation	Grade	Qualification date	Module(s)
Nursing	OCNWM	Pending	July 2022	(19 modules)

▼ Module(s)

Subject (Awarding Body)	Credit value	Level	Grade	Qualification date
Preparing to Study	3 Creds	3		July 2022
Academic Writing Skills	3 Creds	3		July 2022
Preparing a Written Assignment	3 Creds	3		July 2022
Cell Biology	6 Creds	3		July 2022
The History of the NHS	3 Creds	3		July 2022
Human Nutrition and the Digestive System	3 Creds	3		July 2022
The Roles and Responsibilities of the RN	3 Creds	3		July 2022
Introduction to Psychology	3 Creds	3		July 2022
Human Reproduction, Growth and Development	3 Creds	3		July 2022
Approaches to Health	3 Creds	3		July 2022
The Human Muscular and Skeletal Systems	3 Creds	3		July 2022
Social Factors in Health and Social Care	3 Creds	3		July 2022
The Brain and Nervous System (psychology)	3 Creds	3		July 2022
The Human Endocrine and Nervous Systems	3 Creds	3		July 2022
Inequalities in Health and Illness	3 Creds	3		July 2022
Human Immunity	3 Creds	3		July 2022
Poverty and Health	3 Creds	3		July 2022
Human Disease and Prevention	3 Creds	3		July 2022
Equality and Diversity in Healthcare	3 Creds	3		July 2022

Finally, you need to check the following in the course details:

- The total number of credits equals 60.
- All units are level 3.
- The qualification date is July 2022 for all units.

Once you have added all qualification details to the Education section, you will have two further questions to answer before you can complete this section.

To complete the Education section of the application:

- **Unique Learner Number (ULN) –** this is not a mandatory field so you can leave it blank.
- **Please state the highest level of qualification you expect to have before you start your course** – if you have not already completed a qualification at university then the answer to this question needs to be **Below Honours Degree Level qualifications.**

PERSONAL STATEMENT

You will need to add your personal statement to the application. You will have drafted a copy of your personal statement when completing the unit 1 assignment of your Access course.

We advise you to use the draft and refer to the feedback that your tutor gave you for this when they marked unit 1. This will help you to get your final version drafted. There is also additional guidance about writing personal statements available on The UCAS Hub.

If you would like the final draft of your personal statement to be reviewed prior to adding it to your application, then please send it to either your Access to HE Manager or our UCAS Adviser.

SUBMITTING YOUR APPLICATION FORM

When you have filled in all sections of your application form check the details you have entered carefully – proof reading and spell checking is extremely important. Then, make sure each section has a green tick next to it and that there are no errors highlighting that you need to make changes to your application.

When you are completely happy with your form, you must then submit it by pressing 'save/send'. This action does not send your form to UCAS – it sends it to us so that we are able to process it and add your reference/grades. Payment will also be taken at this point.

When we have processed your application, and added the required reference and/or predicted grades, we will then submit it to UCAS on your behalf.

If you don't 'save/send' as stated above, then we will not be able to submit your application to UCAS and you may miss the closing date as a result.

PROBLEMS WITH YOUR APPLICATION FORM

As part of our service to you, we will check your form carefully to make sure that you have included everything that UCAS and universities will expect to see. If, during this process, we come across any errors or omissions we will return your application to you so that you can make the necessary changes.

Your Access to HE Manager will message you with details about what you need to amend.
Once you have made these requested changes, you will need to 'save/send' your application form again. You will not need to pay again.

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ADDITIONAL REFERENCES

UCAS recognise that you may have only been studying with us for a few months, and it is likely that we may need to supply an additional reference later in the applications cycle. This will reflect any changes to your grades and performance as you have progressed through your Access course. This is standard practice followed by all Access to HE Diploma providers.

PREDICTED GRADES

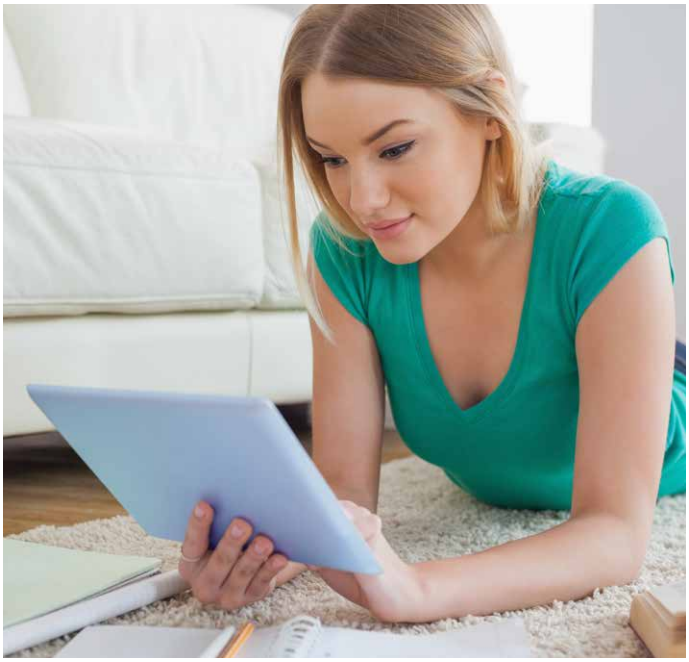
It is likely that universities will want us to provide them with predicted grades for your course. **We can only provide predicted grades once you have passed unit 9 of your Access course.**

If you have yet to complete this number of units in your course, you are advised to apply through UCAS in the usual way. Including predicted grades with your application is not mandatory at this stage and it will not affect the success of your application.

What will subsequently happen is that universities will contact you for this information once they have reviewed your application. When you have passed unit 9 of your course you will then need to contact the UCAS Adviser or your Access to HE Manager so that the necessary arrangements can be made to provide the university with this information.

FREQUENTLY ASKED QUESTIONS

If you have any questions about your UCAS application, then please refer to The UCAS Hub in the first instance. There is a lot of information available to help you to complete your application.

You can also contact UCAS by email or phone for additional support and guidance throughout the applications cycle.

Any queries that relate to your Access to HE Diploma, academic references and/or predicted grades should be sent to our UCAS Adviser or your Access to HE Manager.